

Check list for completion of the 2015-2016 RMTS Workgroup Update and Calendar Entry

- ☐ 1-review the Workgroup form and confirm there are no changes
- ☐ 2-if you want to make changes to any of your Workgroups, send the form to UMASS Medical School
- ☐ 3-upon UMass confirmation your changes have been entered into the system
- ☐ 4-go into the calendar and mark any days off, partial days or holidays not indicated (include start/end hours)
- ☐ 5-mark the calendar 'confirm complete'